

Prerequisites: General Biology

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Contact Information: Faculty may be contacted through the Canvas messaging system

Additional Information: www.portagelearning.edu^{1*}

Course Meeting Times: BIOL 103 is offered continuously

Course Description: A systematic approach to learning the language required to practice in a medically related field. The course will provide the ability to identify, build and recognize terminology used to describe the human body as well as representative pathological processes, procedures, conditions and diseases that may affect it.

Course Outcomes: As a result of this course experience a student should be able to:

- Recognize medical terminology and be able to deconstruct and define common root words, prefixes, and suffixes used to form medical terms.
- Recognize and define eponyms and medical terms specific to each body system.
- Pluralize medical terms correctly.
- Interpret and apply directional terminology, body planes, body divisions and surface anatomy when describing the human body.
- Recognize and explain basic anatomical terminology and basic physiologic function specific to each body system.
- Recognize and understand common medical conditions and medical procedures specific to each body system.
- Interpret common medical abbreviations specific to each body system.
- Apply knowledge of medical terminology through the interpretation of patient charts.

**Please see the [Module Topics](#) section below for expanded course outcomes.*

^{1*} Portage Learning college courses are offered by Geneva College, which is accredited by the Middle States Commission on Higher Education and Bushnell University, which is accredited by Northwest Commission on Colleges and Universities. The Faculty Senate of both institutions have vetted and approved the courses as part of their curriculum.

Each of these BIOL 103 student learning outcomes is measured:

- Directly by:
- (1) Module application problems (with instructor feedback)
 - (2) Module exams
 - (3) Case Studies
 - (4) Adaptive Learning Exercises
 - (5) Cumulative final exam

Indirectly by an end of course student-completed evaluation survey

Course Delivery: This course is asynchronously delivered online and is composed of 40 - 50 hours of reviewed module assignments with instructor feedback, and 6 contact hours of secure online exams.

Course Progression: It is the policy for all Portage Learning courses that only one (module lecture/final) exam is to be completed within a 48-hour period. Research on the best practices in learning indicates that time is needed to process material for optimal learning. This means that once an exam has been completed, the next exam may not be opened or taken until 48 hours after the submission of the previous module exam. This allows for instructor feedback/class expectations as the student moves through the material. Instructors, like the College, are not available during the weekend; grading, therefore, is M-F and may take up to 72 hours during these days. Also, it is the policy of Portage Learning to support a minimum of 28 days to complete a course; this is not a negotiable time period. Please plan your time accordingly.

Note: Professors reserve the right to reset any exam taken in violation of these guidelines.

Required readings, lectures and assignments: Portage courses do not use paper textbooks. Students are required to read the online lesson modules written by the course author which contain the standard information covered in a typical course. Please note the exam questions are based upon the readings. Video lectures which support each lesson module subject should be viewed as many times as is necessary to fully understand the material.

We do not support the use of outside resources to study, except for the ones listed in the syllabus under "Suggested External References". If you have questions about the material or would like further explanation of the concepts, please contact your instructor.

Module Problem Sets: The practice problems within the modules are a part of your final grade, and the module work will be reviewed for completeness (not correctness) by the instructor. **Be sure to answer all of**

the problems, being careful to answer the questions in your own words at all times since this is an important part of adequate preparation for the exams. After you answer the practice problems, compare your answers to the solutions provided at the end of the module. If your answers do not match those at the

end, attempt to figure out why there is a difference. If you have any questions, please contact the instructor via the Canvas messaging system (see Inbox icon).

NOTE: Module problem sets are not an option or a choice; they are required. This means that you must complete all the review questions within the modules. Not only are problem sets class participation, they are the best way to prepare for the exams.

Academic Integrity is a serious matter. In the educational context, any dishonesty violates freedom and trust, which are essential for effective learning. Dishonesty limits a student's ability to reach his or her potential. Portage places a high value on honest independent work. We depend on the student's desire to succeed in the program he or she is entering. It is in a student's own best interests not to cheat on an exam or put their work into question, as this would compromise the student's preparation for future work. It is the student's responsibility to review the **Student Handbook** and all policies related to academic integrity. If clarification is necessary, the student should reach out to their instructor for further explanation **before** initiating module one.

Required Computer Accessories: It is recommended that students use a desktop or laptop computer, PC or Mac, when taking the course. Some tablet computers are potentially compatible with the course, but not all features are available for all tablet computers. The latest full version of Google Chrome, Firefox, Edge, or Safari browser is required for the optimal operation of the Canvas Learning Management System. In addition, this course will use the Respondus Lockdown Browser for exams; a strong internet connection is needed. You are also **required to use LockDown Browser with a webcam**, which will record you during an online, nonproctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.") **Your computer must have a functioning webcam and microphone. Additionally, students will need a photo ID that includes your picture and full name is required. Please note, Chromebooks and tablets (other than iPad) are not compatible on exams using the Lockdown Browser.** Instructions on downloading and installing this browser will be given at the start of the course. We highly recommend using a high-speed Internet connection to view the video lectures and labs. You may experience significant difficulties viewing the videos using a dial-up connection.

For more information on basic system and browser requirements, please reference the following:

Canvas browser and system requirements: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>

Respondus Requirements: <https://web.respondus.com/he/lockdownbrowser/resources/>

Respondus Monitor Requirements: <https://web.respondus.com/he/monitor/resources/>

Module Topics

- Module 1: In this module students are introduced to how medical terms are structured, including common combining forms, common prefixes, and common suffixes. They are introduced to eponyms and modern English terms and how to pluralize medical terms.
- Module 2: In this module students are introduced to an overview of anatomical terminology including directional terminology, body planes and divisions as well as action terminology and body surface terms.
- Module 3: In this module, students are introduced to the medical terminology, abbreviations, anatomy and physiology, and common medical conditions for the integumentary and musculoskeletal systems.
- Module 4: In this module, students are introduced to the medical terminology, abbreviations, anatomy and physiology, and common medical conditions for the endocrine, special senses, and nervous systems.
- Module 5: In this module, students are introduced to the medical terminology, abbreviations, anatomy and physiology, and common medical conditions for the cardiovascular and respiratory systems.
- Module 6: In this module, students are introduced to the medical terminology, abbreviations, anatomy and physiology, and common medical conditions for the digestive and urinary systems.
- Module 7: In this module, students are introduced to the medical terminology, abbreviations, anatomy and physiology, and common medical conditions for the male and female reproductive systems.

Suggested Timed Course Schedule (to complete the course within a typical college semester)

All Portage courses are offered asynchronously with no required schedule to better fit the normal routine of adult students, but the schedule below is suggested to allow a student to complete the course within a typical college semester. Students may feel free to complete the course on a schedule determined by them within the parameters outlined under “Course Progression.”

Time Period

Days 1-14

Assignments

Module 1

Problem Set 1

Case Study 1

Module 1 Exam

Subject Matter

Overview of how Medical

Terms are formed, pluralized,
and pronounced

Days 15-28	Module 2 Problem Set 2 Case Study 2 Module 2 Exam	Body organization and anatomical terminology
Days 29-42	Module 3 Problem Set 3 Case Study 3 Module 3 Exam	Overview of the Integumentary and Musculoskeletal systems
Days 43-56	Module 4 Problem Set 4 Case Study 4 Module 4 Exam	Overview of the Endocrine and Nervous Systems and the Special Senses
Days 57-70	Module 5 Problem Set 5 Case Study 5 Module 5 Exam	Cardiovascular and Respiratory Systems
Days 71-84	Module 6 Problem Set 6 Case Study 6 Module 6 Exam	Digestive and Urinary Systems
Day 85-98	Module 7 Problem Set 7 Case Study 7 Module 7 Exam	Male and Female Reproductive Systems
Day 99-112	Final Exam	Cumulative final exam

Grading Rubric:

Check for Understanding =	1 pt.
7 Module Problem Sets = 10 pts. each x 7 =	70 pts.
7 Case Studies = 30 pts. each x 7 =	210 pts.
7 Module exams = 100 pts. each x 7 =	700 pts.
<u>Final exam = 175 pts.</u>	<u>175 pts.</u>
Total	1156 pts.

The current course grade and progress is continuously displayed on the student desktop.

Grading Scale:

96.5% - 100% = A+
92.5% - 96.4% = A
89.5% - 92.4% = A-
86.5% - 89.4% = B+
82.5% - 86.4% = B
79.5% - 82.4% = B-
76.5% - 79.4% = C+
72.5% - 76.4% = C
69.5% - 72.4% = C-
66.5% - 69.4% = D+
62.5% - 66.4% = D
59.5% - 62.4% = D-
0% - 59.4% = F

Suggested External References:

If the student desires to consult a reference for additional information, the following textbooks are recommended as providing complete treatment of the course subject matter.

- Ann Ehrlich, Carol L. Schroede, **Medical Terminology for Health Professions**, Cengage Learning
- Springhouse, **Medical Terminology Made Incredibly Easy**, LWW

NOTE: We do not support the use of outside resources to study, except the ones listed above.

Learning Support Services:

Each student should be sure to take advantage of and use the following learning support services provided to increase student academic performance:

Video lectures: Supports diverse learning styles in conjunction with the text material of each module

Messaging system: Provides individual instructor/student interaction

Tech support: Available by submitting a help ticket through the student dashboard

Accommodations for Students with Learning Disabilities:

Students with documented learning disabilities may receive accommodations in the form of an extended time limit on exams, when applicable. To receive the accommodations, the student should furnish documentation of the learning disability at the time of registration, if possible. Scan and e-mail the documentation to studentservices@portagelearning.edu. Upon receipt of the learning disability documentation, Portage staff will provide the student with instructions for a variation of the course containing exams with extended time limits. This accommodation does not alter the content of any assignments/exams, change what the exam is intended to measure or otherwise impact the outcomes of objectives of the course.

One-on-one Instruction:

Each student is assigned to his/her own instructor. Personalized questions are addressed via the student dashboard messaging system.

Online learning presents an opportunity for flexibility; however, a discipline to maintain connection to the course is required; therefore, communication is essential to successful learning. **Check your messages daily.** Instructors are checking messages daily Monday-Friday to be sure to answer any questions that may arise from you. It is important that you do the same, so you do not miss any pertinent information from us.

Holidays: During the following holidays, all administrative and instructional functions are suspended, including the grading of exams and issuance of transcripts.

New Year's Day

MLK Day

Easter

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving weekend

Christmas Break

The schedule of holidays for the current calendar year may be found under the Student Services menu at www.portagelearning.edu

Code of Conduct: Students are expected to conduct themselves in a way that supports learning and teaching and promotes an atmosphere of civility and respect in their interactions with others. Verbal and written aggression, abuse, or misconduct is prohibited and may be grounds for immediate dismissal from the program.

This is a classroom; therefore, instructors have the academic freedom to set forth policy for their respective class. Instructors send a welcome e-mail detailing the policy of their class, which students are required to read prior to beginning the course.

Grievances: If a student has a complaint about the coursework or the instructor, the student is advised to first consult the instructor, who will be willing to listen and consider your concern. To file a formal grievance for consideration by the Academic Review Committee, the process must be initiated by requesting an appeal form from academics@portagelearning.edu.

Remediation: At Portage Learning we allow a "one-time" only opportunity to re-take an alternate version of **one** module exam on which a student has earned a grade lower than 70%. This option must be exercised before the final exam is started. If an exam is retaken, the original exam grade will be erased, and the new exam grade will become a permanent part of the course grade. However, before scheduling and attempting this retest, the student must resolve the questions they have regarding the material by reviewing both the old exam and the lesson module material. Once ready to attempt the retest of the exam they must contact their instructor to request that the exam be reset for the retest. Remember, any module retest must be requested and completed **before** the final exam is opened.

Note: Exams on which a student has been penalized for a violation of the academic integrity policy may not be re-taken.

Syllabi are subject to change as part of ongoing educational review practices. Students are responsible for accessing and using the most recent version of the course syllabus.